

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INDUSTRIAL SPECIALIST IV –  
License Plate Factory Production Supervisor

SALARY GROUP: A16

DEPARTMENT: Industry

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 4/9/2014

POSITION #: 024024

**I. JOB SUMMARY**

Performs moderately complex work in the operation of the License Factory. Work involves monitoring the work of offenders to ensure efficient operations; and training offenders. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Monitors offenders in the performance of assigned tasks; ensures proper work habits are maintained and job training is conducted for offender workers; and prepares reports of operations and related documents.
  - B. Monitors and reviews production to ensure quality and quantity control of finished products; develops production standards; makes recommendations on production procedure changes; and maintains machinery and equipment.
  - C. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. One year full-time, wage-earning experience in the manufacture of license plates

or

three years full-time, wage-earning experience in any production or manufacturing operation.

- 3. Correctional custody or law enforcement experience preferred.

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B. Knowledge and Skills

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of production and workflow procedures.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of license plate manufacturing preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to train and supervise offenders.
10. Skill in the use of machinery and equipment in the assigned area preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, humidity, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, working at heights, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, forklift, pallet jack, metal fabrication equipment, inking machines, milling machines, ovens, conveyor systems, chemical masks, hand tools, power tools, telephone, and automobile.